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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY
WASHINGTON 25, D. C.

October 25, 1949

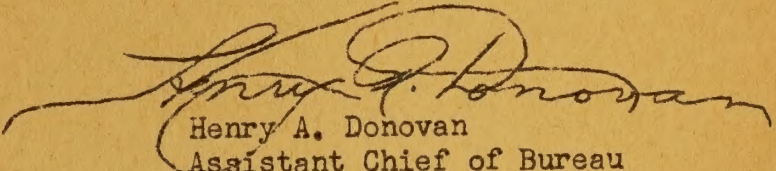
BUREAU MEMORANDUM NO. 418

GUIDE FOR THE
PREPARATION OF LETTERS FOR SIGNATURE OF THE SECRETARY
OF AGRICULTURE AND THE ADMINISTRATOR, ARA

TO BUSINESS MANAGERS OF REGIONAL RESEARCH LABORATORIES

As an aid in the preparation of letters for signature by the Secretary and the Administrator of the Agricultural Research Administration, the attached guide for use by secretaries and stenographers has been prepared. It is requested that these instructions be carefully reviewed and that future correspondence for the signature of these Department officials be prepared in strict accordance therewith.

In addition, particular attention should be paid to the typing and general neatness and arrangement of the letter; and in transmitting the file to this office, care be exercised so that it does not become torn or wrinkled. Careful attention to these details will avoid the necessity of retyping the letters and thus expedite the handling of this important correspondence.


Henry A. Donovan
Assistant Chief of Bureau

Attachment

